

MEMORANDUM

Department of Budget and Finance

To: Bob Rawls, Interim Town Administrator
From: Herb Hyman, CPPB, Procurement Manager
Through: Carol Menke, Deputy Budget and Finance Director
Date: April 6, 1999
Subject: Transcription Services

The attached resolution is to provide transcription services for the Police Department and the Town Clerk's office.

The original contract was for a one year period with an option to extend for two additional one year periods by mutual consent of the parties. This resolution concerns the first one year extension as the Town and the vendor wish to exercise the contractual option.

Please contact me if you have any questions.

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, EXTENDING THE
BID FOR TRANSCRIPTION SERVICES.

WHEREAS, the Town has previously awarded a bid for transcription services by
Resolution R-98-141; and

WHEREAS, the Town and the contractors wish to exercise the option to renew the
bid for an additional year; and

WHEREAS, after review, the Town Council wishes to extend the bid with Martin B.
Warren, Inc. and Transcription & Data Services through May 6, 2000.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF
DAVIE, FLORIDA:

SECTION 1. An extension through May 6, 2000 of the bid with Martin B. Warren,
Inc. and Transcription & Data Services for transcription services is hereby accepted by the
Town Council.

SECTION 2. The Town Council hereby authorizes the expenditure from the
operating budget of each using department.

SECTION 3. This resolution shall take effect immediately upon its passage and
adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 1999

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 1999

MEMORANDUM

Administrative Services

Town Clerk

Risk Management

Personnel

TO: Herb Hyman, Procurement Manager

FROM: Barbara McDaniel, CMC/AAE, Assistant Town Clerk

THROUGH: Gail Reinfeld, CMC/AAE, Administrative Services Director

DATE: March 23, 1999

SUBJECT: Extension of Transcription Services

The bid for transcription services was approved by Council on May 6, 1998. The firms of Martin B. Warren, Inc. and Transcription & Data Services, Inc. have agreed to extend the agreement with no increase in fee. This department has received good service from both vendors and it is our opinion that there would be no benefit to competitively rebid this service because of the training involved.

I recommend that the agreements be extended for an additional year as per the original contract.

**DAVIE POLICE DEPARTMENT
MEMORANDUM**

TO: Herb Hyman

DATE: 15 April 1999

THRU: n/a

FROM: Captain Wollschlager

SUBJECT: Contract Renewal

Please be advised that the Criminal Investigations Unit in coordination with the Town Clerk's Office have agreed to extend the original contract with Martin B. Warren, Inc. for transcription services. The Contractor is performing quality service, pricing is remaining the same as last year's original contract, and we would also save the cost associated with rebidding another contract.

Please find the attached letter from Martin B. Warren, Inc. advising the extension of their original contract.

MARTIN B. WARREN, INC.
P. O. Box 26476
Tamarac, Florida 33320-6476

(954) 726-9185

FAX (954) 726-6555

March 10, 1999

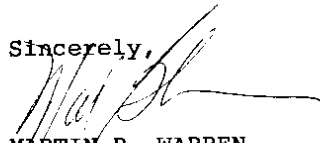
Town of Davie
6591 Orange Drive
Davie, Florida 33314-3399

To Whom It May Concern:

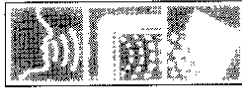
Please be advised that we are pleased to extend our original contract with the Town of Davie and the Town of Davie Police Department for the new contract year at the same prices.

Thank-you.

Sincerely,



MARTIN B. WARREN
President



TRANSCRIPTION
& DATA SERVICES

www.transdata.net

March 19, 1999

Town of Davie
6591 Orange Drive
Davie, FL 33314
Attn : Herb Hyman, CPPB
Procurement Manager

Extension of Transcription Contract; Bid # B-98-53

Dear Mr. Hyman :

This is to advise you that our quotation for the subject bid remains unchanged for a further period of one year to April 2000.

Accordingly, you are requested to extend the contract under which we have been receiving Transcription work during the past year.

Please call me if you have any questions.

Sincerely,

Anil Walia
CEO

copy : Barbara Bergamini / City Clerk

	1	2	3	4
1				
2		TRANSCRIPTION SERVICES		
3				
4		TRANSCRIPTION & DATA SVC.	MARTIN B. WARREN, INC.	EXPRESS BUSINESS SVC.
5				
6				
7	POLICE DEPT.			
8	PRICE/PAGE-POLICE TRANSCRIPTS	\$2.95	\$2.40	\$4.25
9				
10	TOWN CLERK'S OFFICE			
11	ATTENDING AND RECORDING MTG	\$40.00	\$40.00	\$45.00
12	ATTENDING, RECORDING & TRANSCRIBING	\$110.00	\$110.00	\$85.00
13	TRANSCRIBING MTG ONLY	\$70.00	\$70.00	\$80.00
14	APPEARANCE FEE	\$40.00	\$40.00	\$25.00